

Welcome to PeopleSync at NYU! PeopleSync is the system used to manage HR, Payroll, and Retirement Elections for NYU. As a newly hired employee, there are several tasks you are required to complete in PeopleSync. This tip sheet can be used to help you complete these tasks.

After you have received and activated your NYU NetID, you can access PeopleSync to complete each item covered in this tip sheet.

Please note that you may receive notifications in your nyu.edu email account indicating you have tasks to complete. If you do not see tasks in your email, you can access PeopleSync directly via your Work tab on NYUHome <LINK>.

<u></u>	DONOTREPLY@peoplesync.com to me •	8:35 PM (0 minutes ago) 😭 🔸 🕚
	Please log into the PeopleSync system to complete this action:	
	Business Process: Contact Change: Singer, Peter	
	Subject: Singer, Peter	
	Details: Contact Change for Singer, Peter effective on 03/10/2014	
	244	
	Click Here to view the notification details.	

When you log in to PeopleSync for the first time, you will see navigation hints.



After clicking the green "Let's get started!" button, you will see a Welcome message and various icons with tasks you can complete at any time. Click on the **Inbox** icon in the upper right hand corner of the page to access your assigned onboarding tasks.

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	Click on the batton number of Table Net There is no end of the complete With	Orboarding tasks		Change Benefits for Life Event 3 minute(s) ego - Due 03/08/2014; Effective 03/10/2014
	THE REPORT			Complete I-9 Form 3 minute(s) ego - Due 03/13/2014; Effective 03/10/2014
			- \	Review Your Contact Information 3 minute(s) ago - Effective 03/10/2014
			\backslash	Add Emergency Contacts 3 minute(s) ago - Due 03/00/2014; Effective 03/10/2014



Below is a list of NYU onboarding tasks you are required to complete in PeopleSync:

- Review your contact information
- Complete your I-9 form
- Add your emergency contacts
- Make direct deposit payment elections
- Add your Federal Income Tax withholding elections (Form W-4)

If eligible, you may also receive tasks for the following:

- Enroll in your retirement benefits
- Waive the NYU Retirement Plan enrollment wait period

Note: While each of these tasks can be initiated in PeopleSync, some changes to your information may require review and approval by HR, Payroll, or Benefits team members

Once you have completed all of your onboarding tasks, you can view additional tip sheets to help you navigate PeopleSync and learn what other tasks are available for you, such as:

- Navigating PeopleSync
- Change Preferred Name or Change Legal Name
- Viewing Personal information
- Viewing your payslips
- Add/Update Direct Deposit

Additionally, you can update any of the information entered during onboarding at any time. See the summary in each section of this document for links to other PeopleSync tip sheets.

If you have any questions while completing your NYU onboarding tasks in PeopleSync, please contact Law HR at 212-998-6104, or NYU PeopleLink at <u>askpeoplelink@nyu.edu</u> or 212-992-LINK (5465).



Review Your Contact Information

In PeopleSync you are able to review and update Personal Contact information. Your Work Contact information, including building and Primary NYU.edu email address will be populated automatically and cannot be changed.

For more information on changing your contact information after completing onboarding, please reference the *Change Contact Information* tipsheet.

Steps		Screens				
1.	In your PeopleSyn inbox, locate the [Review Your Contact Information] task Note: This task may not appear at the top of your Inbox, but should be completed first.	Review Your Contact Information 3 minute(s) ago - Effective 03/10/2014				
 2. You will be able to edit the following Primary and Additional values for: Personal Address 		Review Your Contact Information <u>Onboarding for Yogurt, Chobani (W331)</u>				
		Home Contact Information Primary Address Address 123 Court Avenue, New York, NY 10012 Usage Mailing, Street Address Visibility Private				
		Addilional Address				
	Home Email	Primary Phone Phone +1 (212) 9998888 (Telephone)				
	~	Additional Phone				
Uset	the 🗹 icon to make	Primary Email Address * chobani@gmail.com				
changes to existing		Additional Email				
		Work Contact Information				
to ac	dd new information.	Business Location Address 70 WASHINGTON SQUARE SOUTH, NEW YORK, NY YOUUS				
3.	Click [Submit] once the changes are complete	Submit Save for Later Cancel				



Complete your I-9 Form

As a new employee, you are required to complete an I-9 form to verify employment eligibility. NYU uses PeopleSync I-9 forms to capture this information.

What is the I-9 Form? The I-9 Form is a United States Citizenship and Immigration Services form used by employers to verify employees' identities and to establish that workers are eligible to accept employment in the United States. It is officially known as the Employment Eligibility Verification Form. Employers are legally required to have employees complete the I-9 Form, including providing required original supporting documents to establish the identity and eligibility of any individual hired to perform work for an employer in the United States.

After completing the initial Section 1 of the I-9 Form as outlined below, you will need to bring acceptable verification documentation on your first day to complete the form. Details of acceptable documents can be found here: http://www.nyu.edu/content/dam/nyu/hr/documents/ei9.pdf

Process Overview: To complete your I-9 Form in PeopleSync, you will fill in the following information:

- Full legal name
 - Other names used, if applicable (e.g., maiden name)

Current address, including street name and number (no P.O. Box), city, state and ZIP code Date of birth

Indicate whether you are a U.S. citizen or national, lawful permanent resident of the United States, or an alien authorized to work in the United States.

Alien Registration/USCIS or Form I-94 Admission number and the date employment authorization expires (if applicable)

Electronic Signature and date

Additionally, you may also provide the following optional information:

- Social Security number
- Telephone Number
- E-mail Address

Please note: information may be pre-populated when you open your I-9 form in PeopleSync, including Name, Address, Date of Birth and Social Security Number. If the information that appears is incorrect, please contact HR before proceeding.

Once you submit the first section of the I-9, you must provide acceptable forms of personal identification to HR for approval. Note that only signed, original documents are accepted. Photocopies are <u>NOT</u> accepted. To learn more about acceptable documentation, visit the <u>US</u> <u>Citizenship and Immigration Services Website</u>.

Note: If you need remote verification or translator assistance, please contact PeopleLink for support.



Steps	Screens
 In your PeopleSync inbox, locate the [Complete I-9 Form] task 	Complete I-9 Form 3 minute(s) ago - Due 03/13/2014; Effective 03/10/2014
 2. The Complete I-9 Form page displays. Read the form carefully and follow instructions to fill out Section 1. Some information may pre-populate in this section. If the information is incorrect, contact your Hiring Manager or PeopleLink before proceeding. Note: Fields marked with a red asterisk are required in PeopleSync For more information you can visit: http://www.uscis.gov/i-9 	Sector 1. Employee Information and Attestation Imployee Information Informat
 3. You will also be required to identify yourself as a: US citizen Noncitizen national Lawful permanent resident Alien authorized to work until a specific date 	I attest, under penalty of perjury, that I am (check one of the following): A citizen of the United States A citizen of the United States A noncitizen national of the United States (See Instructions) A noncitizen national of the United States (See Instructions) A lawful permanent resident (Alien Registration Number/USCIS Number): An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) N/A For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:



Steps	Screens
 4. Scroll to the bottom of the page and provide your electronic signature by checking the "I Agree" box Click [Submit] 	Country of Issuance: By checking the I Agree check box, I am aware that federal law provides for imprisonment at I Agree * 02/19/2014 Submit Save for Later Cancel
 5. To complete your I-9 Form, you must provide acceptable forms of personal identification to HR for approval. Only signed, original documents are accepted. Photocopies are NOT accepted. Note: Student employees are required to bring supporting documentation of their I-9 to Wasserman 	The I-9 Process is not complete until original copies of acceptable verification documentation are submitted to HR or your Hiring Manager to approve the process. An email reminder will be sent to your nyu.edu email once you submit the form in Step 4.



Add Emergency Contact Information

As a new employee at NYU, it is important to provide contact information, should there be a need to contact someone in an emergency.

For more information on updating your emergency contact information after completing onboarding, please reference the *Change Emergency Contacts* tip sheet.

While you have the ability to enter various details for emergency contacts, please ensure you enter at least **Name**, **Relationship to the Contact** and a **Phone Number** for each person added.

Steps	Screens
 In your PeopleSync inbox, locate the [Add Emergency Contact] task. 	Add Emergency Contacts 3 minute(s) ago - Due 03/06/2014; Effective 03/10/2014
	Click on the Green "Add Emergency Contact" button to get started.
 2. On the Add Emergency Contact page, enter the following: Relationship First and Last Name Phone Number Note: Additional contact information can be entered (e.g. , address or email) but a phone number is preferred to ensure quick contact 	Add Emergency Contact Related to Worker Richards, Keith Relationship Child Preferred Language search Contact Priority Alternate Primary Primary None of the above Name Country * United States of America Prefix First Name Tanner Middle Name Last Name Last Name Richards Suffix search Phone Search
Note: Preferred Language and Instant Messenger should not be completed.	Add Address
3. Click [OK] to submit.	OK Cancel
4. From your Inbox, click [Submit] on the task	Submit Save for Later Cancel



Enroll in Direct Deposit by Adding a Payment Election

As an NYU employee, you have the option to receive your NYU paycheck through Direct Deposit. Using PeopleSync, you may add up to five Direct Deposit accounts to your record.

For more information on updating your Direct Deposit information after completing onboarding, please reference the *Change Payment Elections (Direct Deposit)* tip sheet.

In order to add/update an account, you need a Bank Name, Routing Number and Account Number.

Note: Direct Deposit changes may take 1-2 weeks to take effect.

Steps	Screens
 In your PeopleSync inbox, locate the [Add Payment Elections] task Note: if you do NOT wish to add Direct Deposit, click Submit on the task to remove it from your Inbox. You will then be paid via a paper check; accounts can be added at a later time, if desired. 	Add Payment Elections 3 hour(s) ago - Due 03/06/2014; Effective 03/10/2014 Click the green "Add Payment Elections" button to get started. Add Payment Elections



Steps	Screens
 2. On the Payment Election Option page, enter the following information: Account Nickname (optional) Account Type* Bank Name* Routing Transit Number* Account Number* Account Number* Mote: You should NOT change the Payment Type (defaults to Direct Deposit) or the "Use for Pay Type" checkboxes. 	Elect how to receive payment for the selected types of pay. If selecting direct deposit, also set up an account to Worker Yogurt, Chobani (W331) Default Currency USD Payment Type I Direct Deposit I Use for Pay Type I USA-REG Account Setup Worker Yogurt, Chobani (W331) Sample Check I VasA-BONUS I VasArbeer I VasArbeer I VasA-BONUS I VasArbeer I VasArbeer I VasA-BONUS I VasArbeer I VasAr
3. Use the [Change Account] or [Delete Account] buttons to adjust account details	My Bearings United States of America NYU Credit Urism Cheding *****4221 Change Account My Checking United States of America Basis of America Checking *****0729 Change Account My Checking United States of America Basis of America Checking *****0729 Change Account Delete Account Delete Account Delete Account Delete Account Delete Account
 Click [Change Election] to update the distribution of payments across accounts 	Payment Elections + itom Pay Type Payment Type Account Account Number Distribution USAREG Dired Dirpoint My Saings *****4321 Parcent 25.00% Change Election
 5. On the new Payment Election page use the icon and icon to add or remove payment election rows 	Payment Election The first burst in the restrict of the decide state in the state in the last intervent inter



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 Payment Type* Balance /Amount / Dereset* 	Payment Electrons 3 items Order *Con	ntry	*Current	су
Note : Under Payment Type,		ed States of America	USD	
Deposit	*Payment Type	Account		* Balance / Amount / Percent
Note: You must use a Balance distribution type for the last election if the combined Percent does not equal 100%	Direct Deposit	My Savings		Balance Amount 0.00 Percent 25
7. Click [OK]		ОК	Cancel	



Add Federal Withholding Elections (W-4)

You can make Federal Withholding Elections by filling out an electronic W-4 form to indicate amount of federal income tax withheld from your pay. For more details and example worksheet to help you complete the form, click <u>here</u>. This task is *optional* task; you will default to "Single, 0 Exemptions".

For more information on updating your W-4 after completing onboarding, please reference the *Federal Withholding Elections (W-4)* tip sheet.

Note: If you are a Non-Resident Alien, do NOT complete the W-4 form in PeopleSync until directed to do so by a Hiring Manager or HR. Documentation in Glacier must be completed prior to W-4 elections.

Steps	Screens	
 In your PeopleSync inbox, locate the "Complete Federal Withholding Elections" task. 	Complete Federal Withholding Elections 22 hour(s) ago - Effective 03/10/2014 Note: If you do not wish to make Elections, skip to step 5.	
 Information at the top of the form populates based on your employee record. 	Company New York University Difficults Oaks 03102014 Name Yoput Childram Social Becurly Number 12345789 405453 12345789 Vibrate Onits 12345789 Vibrate Onits 112145789 Vibrate Onits 112145789 Vibrate Onits of Frencisco 112145789	
3. Complete the form to note your elections	VP-4 Drift Linear Valence Statistics And Party and Registrate Advances on expressional size in both the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the statistics of the second ones, both comparison of the second ones, bo	
 Check "I Agree" and click [Submit]. 	Submit Save for Later Cancel	
 If you do not wish to make elections, click the elections and select [Skip This Task] 	Complete Federal Withholding Elections Instructions Using bits biask complete Form W-4 so that the appropriate federal income tax is withheld from your pay. Consider completing a new Form W-4 soch year and when your personal of mancial situation changes. For more details on how to complete the form, and example worksheet, visit: <u>http://www.rs.aodroublits.cottwid.pdf</u> View Details	
 Add a comment and click [OK] to complete the task 	Skip This Task The base splits high to the full address address of Manualy Diggs of in Process Heldery. Process Heldery Heldery Heldery Heldery Heldery Heldery Heldery Heldery Hel	



Benefits Enrollment in PeopleSync

NYU has a long-standing commitment to provide high-quality employee benefits and programs that meet the needs of our diverse community. Faculty and staff may choose from several health and welfare plans and have access to a NYU retirement plan.

Health and Welfare Plans

You will find valuable information about the NYU health and welfare plans, online resources and tools available on the <u>Benefits Resource Center</u>. The Benefits Resource Center, NYU's secure intranet portal, is your resource for plan information, decision support tools to assist in selecting the NYU plans that are right for you, declaring life events, designating a life insurance beneficiary, and more. It's important that you familiarize yourself with NYU benefits, as you will need to make some important decisions and complete your enrollment within 31 days from your date of hire.

NYU Retirement Plans

You are eligible for a NYU retirement plan based on your position with the University. If eligible, through PeopleSync you have the opportunity to initially enroll or to make changes to your NYU Supplemental Tax Deferred Annuity (STDA) plan, NYU Retirement Plan for Members of the Faculty, Professional Research Staff and Administration or 457(b) Deferred Compensation Plan elections.

If you receive this task in your onboarding list in PeopleSync, please refer to the <u>Change Retirement</u> <u>Benefits Elections</u> and <u>Waive 12-Month eligibility waiting period</u> tip sheet for more details.